



## Accidents: Students Administrative Procedure 8.13

8.0 Safe Schools

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16, 17

**Legal Reference:**

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**Date Adopted:** December 2004

**Date Amended:** September 2010, May 2015, November 2018, April 2019, September 2019, November 2024

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All accidents/injuries on Division Property or at school sponsored events not on Division property, involving a student shall be reported immediately if there is any possibility whatsoever that any injury to that person may result in a claim against the Division, School Board, a teacher or any other Division employee.

PART ONE: Procedure for Minor Accidents and Moderate Accidents:

- **Minor Accidents Examples:** scratch, bruise, scrape, minor cut, minor sprain, etc.
- **Moderate Accidents Examples:** serious cut, more severe sprain, broken finger, etc.

Once an accident has happened,

- attend to the accident victim,
- determine seriousness of injuries,
- provide first aid treatment as necessary,
- make the person as comfortable as is possible,
- as needed, access the assistance of other staff nearby/accessible (this may be the WS&H site representative and/or any of the First Aid responders that are posted on the WS&H bulletin board as needed),
- as needed, call or designate someone to contact family member to advise them of the accident/injury and steps taken thus far.
- **NOTE:** If accident resulted from a hazard, inform Principal/Supervisor so that they can ensure corrective actions are taken to reduce or eliminate the hazard. Example: Ensuring grit is spread on icy surface to prevent further falls.

Then for Insurance purposes, within 24 hours,

- Principal and/or designate need to complete **8.13A: Student Accident Incident Report** online ([click here](#)) as soon as possible if there is any possibility of a claim being registered against the Division
- complete report and print a copy for school use
- submit electronically to HUB International
- HUB International will forward to Superintendent and ESD Safety Officer

## PART TWO: Procedure for Severe Accidents

- **Severe Accident Examples:** injury to eye (example something embedded in eye; something that may lead to loss of sight), fractures to major bones such as skull, spine, leg, arm, foot, hand; amputation / dismemberment, electrical shock, loss of consciousness/ severe concussion, cut or laceration that requires medical treatment at a hospital (stitches), poisoning, death, asphyxiation, etc.

Once an accident has happened,

- attend to the injured person,
- determine seriousness of injuries,
- determine whether the injured person should be moved,
- determine method of moving injured person (carry, ambulance),
- make the person as comfortable as is possible,
- access the assistance of other staff nearby/accessible (this may be the WS&H site representative and/or any of the First Aid responders that are posted on the WS&H bulletin board as needed),
- report accident to Principal,
- Principal or designate to immediately take any needed corrective actions that can be done safely,
- Principal or designate to secure scene of accident to prevent further injuries and preserve scene for investigation,
- Principal or designate to designate someone to contact parent/guardian to advise them of the accident/injury and steps taken thus far

Then for documentation and follow – up, *within 24 hours*,

- Principal/Supervisor to immediately contact ESD Safety Officer and Superintendent by phone.
- Superintendent will contact Minister of Education by telephone or email, as needed
- Principal needs to complete **8.00B: Severe Accident Report**; Principal may choose to enlist the help of others in doing so.
- Once **all** parts of report have been completed, a copy needs to be retained at school and copies forwarded to Superintendent and ESD Safety Officer.

Then for Insurance purposes, within 24 hours,

- Principal and/or designate need to complete **8.13A: Student Accident Incident Report** online ([click here](#)) as soon as possible if there is any possibility of a claim being registered against the Division
- complete report and print a copy for school use
- submit electronically to HUB International
- HUB International will forward report to Superintendent and ESD Safety Officer
- Questions: contact HUB International Program Liability Adjuster [msbastudentaccident@hubinternational.com](mailto:msbastudentaccident@hubinternational.com)

PART THREE: Procedure for *Student Accidents* that happen in connection to *Vocational or Career Development* placements / programs:

- student must report any injury to their workplace supervisor
- the student's workplace supervisor must inform the school's Work Placement Coordinator
- the school's Work Placement Coordinator will inform the Principal
- if a **severe accident**, Principal follows steps outlined in Part 2 of this procedure
  - the ESD Safety Officer will inform the WS&H Subcommittee and arrange a review of the Accident Report
  - any additional recommendations that result from this review will be shared with the Principal and the school's Work Placement Coordinator
  - if injury may result in student missing time from work placement or requiring a healthcare provider visit,
    - within five (5) days, the student must complete a WCB Injury Report (available through school office)
    - within five (5) days, the student must contact the WCB Claims Center at 1-800-362-3340